

Personnel

THE ENLISTED EVALUATION SYSTEM (EES)

This instruction implements Air Force Policy Directive 36-24, *Military Evaluations*, by explaining how to evaluate enlisted personnel on active duty in the US Air Force (USAF) and the US Air Force Reserve (USAFR). It tells how to prepare, process, and control all forms required by this Air Force Instruction (AFI). This instruction applies to all major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), and other Air Force activities. It does not apply to Air National Guard members. The Air Force Military Personnel Center (AFMPC) controls the EES program to ensure standardization at all levels.

Field agencies may not publish supplemental publications that change basic procedures or merely repeat the text of this instruction. HQ AFMPC, Directorate of Personnel Program Management, Evaluation Programs Division (DPMAE) must approve all supplements to this instruction before publication. Send HQ AFMPC/DPMAE published copies of approved supplemental instructions. Process supplements that affect any military personnel function as shown in AFI 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8). Field agencies must get HQ AFMPC/DPMAE and SAF/AAIP approval before using locally created versions of the AF Forms prescribed by this instruction. Resolve questions about this instruction at the lowest practical level. When parties can't reach a decision, HQ AFMPC/DPMAE decides.

This instruction requires collecting and maintaining information that the Privacy Act of 1974 protects. Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397 authorize the Air Force to collect and maintain the records in this instruction. Evaluators must provide their social security numbers (SSN). **EXCEPTION:** Civilian and foreign service evaluators need not provide their SSNs. Use the SSN to verify the identity of the evaluator and to facilitate research and accountability. Privacy Act statements are not necessary. System of Records Notice F035 AF MP A, *Effectiveness/Performance Reporting Systems*, applies. See attachment 1 for lists of references, abbreviations, acronyms, terms, and addresses applying to this publication.

SUMMARY OF CHANGES

This is the first publication of AFI 36-2403, substantially revising AFR 39-62, 1 May 1989. It updates organization and office symbols; introduces updated versions of AF Forms 910, **Enlisted Performance Report (AB through TSgt)** and 911, **Senior Enlisted Performance Report (MSgt through CMSgt)**; incorporates the approved recommendations of the EES Revalidation Group, including mandatory use of bulleted statements; prohibits evaluators from writing promotion recommendation statements in the comment sections of forms; and adds a requirement for the rater and ratee to sign a copy of the Performance Feedback notice and return it to the orderly room for file.

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Chapter 1**GENERAL INSTRUCTIONS FOR THE ENLISTED EVALUATION SYSTEM****1.1. Responsibilities.**

1.1.1. HQ AFMPC/DPMAE implements the EES policy that USAF/DPXEP provides.

1.1.2. HQ USAF/RE manages the EES for USAFR.

1.1.3. The MAJCOMs and management levels (ML) manage the EES within their organizations.

1.1.4. Commanders:

1.1.4.1. Ensure that evaluations:

- Accurately describe actual performance.
- Make realistic recommendations for promotion (or increased responsibility).

1.1.4.2. Ensure that rater changes are not approved when the effective date of supervision occurs before the closeout date of a report that is already a matter of record.

1.1.4.3. Ensure that supervisors conduct performance feedback sessions as required. (See table 2.1).

1.1.4.4. Ensure that no family member is in the rating chain of another family member.

1.1.4.5. Ensure that the first sergeant (or designated senior noncommissioned officer (NCO)) conducts a quality force review on all EPRs before conducting the commander's review.

1.1.4.6. Conduct the commander's review (see paragraph 4.10).

1.1.5. First Sergeants:

1.1.5.1. Review and coordinate all Enlisted Performance Report (EPR) notices on TSgts and below before sending them to the rater. Notify the rater of important quality force indicators they must consider in preparing the EPR.

1.1.5.2. Review all EPRs before the commander's review and advise the commander of important quality force indicators.

1.1.6. Military Personnel Flight (MPF) and Consolidated Reserve Personnel Office (CRPO) Chiefs:

1.1.6.1. Ensure that inaccurate or substandard EPRs are returned through channels for evaluators to reconsider and redo as appropriate (see chapter 4). **NOTE:** This responsibility doesn't extend to resolving differences between evaluators.

1.1.6.2. Ensure that personnel submit EPRs on time (see tables 3.1 and 3.2).

1.1.7. Raters:

1.1.7.1. Observe the ratee's:

- Behavior.
- Performance.
- Achievements.
- Efficiency.

1.1.7.2. Examine the results of the ratee's work and get meaningful information from the ratee and as many sources as possible (including those who previously supervised the ratee during the report period), especially when they can't observe the ratee personally.

1.1.7.3. Evaluate the ratee's performance against specific performance factors.

1.1.7.4. Consider the significance and frequency of incidents (including isolated instances of poor or outstanding performance) when assessing total performance.

1.1.7.5. Provide scheduled, requested or as-needed feedback to help ratees improve their performance (see chapter 2).

1.1.7.6. Record the ratee's performance and make a recommendation for promotion (for CMSgts, recommend increased responsibilities). **NOTE:** Although some evaluators may not know any other ratee serving in a particular grade and Air Force Specialty Code (AFSC), they may rate according to their opinions and impressions of the general level of performance of Air Force enlisted personnel in the various grades.

1.1.7.7. Differentiate between ratees with similar performance records, especially when making promotion recommendations.

1.1.8. Rater's Raters and Endorsers. These responsibilities are similar to those of the rater. **EXCEPTION:** Conducting formal feedback sessions is the rater's responsibility.

1.1.9. All Evaluators:

1.1.9.1. Check each performance factor and promotion recommendation rating to ensure that the ratings assigned describe the ratee.

1.1.9.2. Consider these items when evaluating performance, making a promotion recommendation, or recommending increased responsibilities and, when appropriate, note them in the EPR:

- Equal opportunity and treatment (EOT).
- Weight management progress and fitness improvement training.
- Internal control.
- Acquiring and managing inventory items.
- Productivity.
- Occupational safety and health.
- Audit resolution for the General Accounting Office (GAO), Office of The Inspector General (OIG), and Air Force Audit Agency (AFAA).
- Handling of classified information.

NOTE: If an EPR notice indicates the ratee has an unfavorable information file (UIF), evaluators will review it before preparing the EPR.

1.1.9.3. In the area of EOT, the minimum expectation is fair and equal treatment of all and enforcement of the same behavior in subordinates. Reflect in the evaluation substantiated allegations of discrimination, to include sexual harassment, as prescribed in AFI 36-2701, *Social Actions Program* (formerly AFR 30-2).

1.1.9.4. In the area of weight management and fitness improvement training, identify entry into or failure to progress in these programs by providing specific comments with compatible ratings.

1.1.9.5. In the area of internal control, document:

- A failure to properly perform internal control responsibilities in accordance with AFI 65-201, *Air Force Internal Controls* (formerly AFR 15-1).
- Noteworthy achievements that improve internal controls.

1.1.9.6. In the area of acquiring and managing inventory items, consider the ratee's efforts to remove wasteful practices and save money while acquiring and managing inventory items according to the DoD Inventory Reduction Plan.

1.1.9.7. In the area of productivity, consider the ratee's achievements in implementing defense management review principles and recommendations. **NOTE:** Take into account the ratee's opportunity, or lack of opportunity, for such achievements.

1.1.9.8. In the area of occupational safety and health, consider the extent to which ratees perform (as their duties

allow) in accordance with AFI 91-302, *Air Force Occupational Safety, Fire Prevention and Health Program* (formerly AFR 127-12).

1.1.9.9. In the area of GAO, OIG, and AFAA audit resolution, document the effectiveness in resolving disputed audit findings and recommendations and implementing agreed-upon corrections.

1.1.9.10. In the area of classified information, consider how well ratees with access to classified information handle their security responsibilities.

1.1.10. Ratees:

1.1.10.1. Know their rater and other evaluators in the immediate rating chain.

1.1.10.2. Know when they require a feedback session and advise the rater (and the rater's rater, if necessary) if they don't receive it.

1.1.11. Air Force Advisers for Activities and Agencies Outside the Department of the Air Force (DAF):

1.1.11.1. The senior Air Force officer on duty with Joint, combined, allied and other activities or agencies outside the DAF, or a designated Air Force representative, serves as an adviser (see attachment 1) to evaluators in the activity or agency on the EES. **NOTE:** The adviser for CMSgts, SMSgts, or MSGts is an Air Force officer in the grade of major or higher. The adviser for TSgts or below is an Air Force member in the grade of MSGt or higher.

1.1.11.2. In activities or agencies outside the DAF where only one Air Force enlisted member serves or where it is inappropriate for an assigned senior Air Force member to serve as adviser, the office of primary responsibility (OPR) in HQ USAF or major command headquarters appoints an Air Force member as the adviser.

1.1.11.3. The adviser examines all EPRs when the final evaluator (including the final evaluator on an AF Form 77) is not:

- An Air Force officer.
- An Air Force NCO.
- A DAF civilian.

1.1.11.4. If the commander who completes the "commander's review" is senior to the last evaluator on the report (or is also the designated adviser for the unit) and is an Air Force officer who meets the grade requirement in paragraph 1.1.11.1, the commander doesn't need to complete an adviser statement. (Commanders do enter their grade and "USAF" in the commander's review signature block.)

1.1.11.5. An adviser may comment about the EPR by preparing a supplemental evaluation sheet (AF Form 77) to attach to the EPR (see paragraph 3.12). In preparing this form, the adviser:

- Checks the "AF Adviser Review" block (for AF Form 77, August 1982) or the "Supplemental Sheet" block (for AF Form 77, May 1979).
- Enters the heading "Air Force Adviser Examination" in section III (for AF Form 77, May 1979). **NOTE:** The heading is optional on the August 1982 edition.
- Enters current adviser identification data in section IV.

1.1.11.6. When no comments about an EPR are necessary, the adviser records an examination by placing the following typed and signed entry in the front left margin on the EPR: "Reviewed by Air Force Adviser (name/grade/USAF/unit/date)."

1.1.12. Air Force Advisers of Activities and Agencies Within the DAF:

1.1.12.1. Prepare the report according to Air Force procedures and rating policy. **NOTE:** The Air Force adviser doesn't change any statement or rating on the EPR.

1.1.12.2. Explain any uncommon phrases or terms.

1.1.12.3. Send the completed report to the ratee's unit orderly room.

1.1.13. Air Force Acquisition Examiners:

1.1.13.1. Examiners must:

- Be in the ratee's existing chain or at least in the grade of major or lieutenant commander (Navy) or its civilian equivalent.
- Serve in an acquisition position.
- Be in the same acquisition career field as the ratee.

1.1.13.2. If no one meets the criteria of paragraph 1.1.13.1, the appropriate manager appoints an examiner.

1.1.13.3. The acquisition examination ensures that the EPRs of all acquisition personnel include acquisition-related considerations.

1.1.13.4. Evaluators and the appointed examiner communicate actively throughout the evaluation period.

1.1.13.5. Examiners in the rating chain document the examination by typing and signing the identification data in

the front-left margin of the EPR ("Acquisition Exam by [name, grade, organization, date]).

1.1.13.6. Appointed examiners not in the rating chain document the examination in accordance with paragraph 1.1.13.5. **EXCEPTION:** The appointed examiner may choose to provide comments to clarify acquisition-related considerations.

1.1.13.7. Examiners wishing to provide comments on an examination use AF Form 77 according to paragraph 3.12.

1.1.13.8. Examiners don't change any statement or rating on an evaluation report.

1.1.13.9. Managers set up EPR routing procedures for examiners outside the rating chain.

1.1.14. Orderly Rooms:

1.1.14.1. Send EPR notices to raters.

1.1.14.2. Send performance feedback notices to raters and ratees.

1.1.14.3. Review completed EPRs or LOEs for accuracy and send them to the MPF or CRPO to update and file. **NOTE:** For PC III bases, the unit orderly room files the letters of evaluation (LOE).

1.1.14.4. File (in the ratee's personal information file [PIF]) performance feedback notices (or appropriate statements) that the rater and ratee have signed.

1.2. Waiver Authority. HQ AFMPC/DPMAE authorizes waivers for this instruction. **EXCEPTION:** Others grant waivers when stated otherwise in this instruction.

1.2.1. Personnel send requests for deviations or waivers through the MAJCOM to HQ AFMPC/DPMAE.

Chapter 2

PERFORMANCE FEEDBACK INSTRUCTIONS

2.1. What Is Performance Feedback? Performance feedback is formal written communication between the ratee and rater about the ratee's responsibilities and performance. The feedback program requires supervisors to:

- Discuss objectives, standards, behavior, and performance with the ratee.
- Provide a written progress report before an official evaluation is due and, for airmen who receive EPRs, within 60 days after completing an EPR.

NOTE: USAFR personnel see attachment 2.

2.2. Who Provides Performance Feedback? The rater provides this feedback using the performance feedback worksheet (PFW).

2.3. Who Receives Performance Feedback? Performance feedback is mandatory for the grades of technical sergeant (TSgt) and below. Performance feedback is optional, but strongly encouraged, for the grades of master sergeant (MSgt) through chief master sergeant (CMSgt).

2.3.1. Supervisors give feedback, regardless of the ratee's grade, if the ratee requests it.

2.4. When Do I Give Performance Feedback? See table 2.1.

2.5. Which Form Do I Use? Raters use:

- AF Form 931, **Airman Performance Feedback Worksheet**, when the ratee is in the grade of senior airman or below.
- AF Form 932, **NCO Performance Feedback Worksheet**, if the ratee is an NCO.

2.6. How Should I Conduct Feedback Sessions?

2.6.1. Conduct sessions face-to-face.

2.6.1.1. Conduct sessions by telephone only in unusual circumstances, such as when geographically separated or otherwise impractical.

2.6.2. Combine feedback with other professional development advice if desired.

2.6.2.1. Record only the part of the discussion dealing with performance factors on the PFW.

2.7. How Do I Use the PFW? The PFW represents a private discussion between the rater and ratee. While it is not an official record of performance, it helps supervisors provide helpful comments so that ratees can improve as needed.

2.7.1. The rater handwrites and signs the PFW. (See figure 2.1 for instructions on completing AF Forms 931 and 932.)

2.7.2. The ratee may use the PFW as desired.

2.7.3. The rater may keep a copy of the PFW for:

- Personal use to help prepare the next EPR.
- Future feedback sessions.

2.7.4. The rater but may not show the PFW to any other individual or use it in any personnel action unless the ratee first introduces it or alleges that the rater did not hold a required feedback session.

2.7.5. Supervisors certify feedback sessions by returning a copy of the performance feedback notice, with the date of the feedback session and signatures of both the rater and ratee (or a similar written statement if the computer notice is not available), to the unit orderly room for file in the ratee's PIF.

2.7.5.1. Supervisors will not establish procedures to verify that their personnel are complying with feedback requirements by setting up procedures that require a ratee or rater to show the completed PFW to anyone.

2.8. Responsibilities:

2.8.1. Ratees.

2.8.1.1. Stay aware of when feedback sessions are due.

2.8.1.2. Request a feedback session if needed.

2.8.1.3. Notify the rater and, if necessary, the rater's rater when a required or requested feedback session does not take place.

2.8.1.4. Sign the rater's copy of the PFW notice indicating the date the supervisor conducted the feedback session.

2.8.2. Raters.

2.8.2.1. Prepare, schedule, and conduct feedback sessions.

2.8.2.2. Stay aware of standards and expectations and consider them when providing feedback to personnel.

2.8.2.3. Provide realistic feedback to help the ratee improve performance.

2.8.2.4. Provide the original completed and signed AF Form 931 or 932 to the ratee.

2.8.2.5. Provide a copy of the signed and dated PFW notice to the unit orderly room.

2.8.2.6. Document feedback sessions that may result in further administrative or judicial action on other than a PFW (for example, an AF Form 174, **Record of Individual Counseling**). **NOTE:** Because the rater may not introduce the PFW in any proceedings unless the ratee introduces it first, other documentation in these cases is important.

2.8.3. Rater's Raters.

2.8.3.1. Monitor personnel to ensure that raters properly conduct feedback sessions.

2.8.3.2. Conduct performance feedback sessions when:

- A lower-level rater is not available due to unusual circumstances.
- They officially assume the subordinate rater's responsibilities.

2.8.4. Unit Commanders.

2.8.4.1. Administer the performance feedback program.

2.8.4.2. Monitor raters and ratees to ensure that they conduct feedback sessions properly.

2.8.4.3. Consider disciplining and removing from supervisory positions raters who fail to conduct documented performance feedback sessions.

2.8.5. Unit Orderly Rooms.

2.8.5.1. Provide PFW notices to raters and ratees.

2.8.5.2. File signed PFW notices (or appropriate statements) in the ratee's PIF.

2.9 Disposing of Records. See AFI 37-133, volume 2, *Disposition of Air Force Records-Records Disposition Schedule* (formerly AFR 4-20, volume 2.)

2.10. Failing to Conduct a Feedback Session. A rater's failure to conduct a required or requested feedback session does not by itself invalidate an EPR.

COMPLETING THE AF FORMS 931 AND 932

AF Form 931 932		Section	Instructions
X	X	I--Personal Information	Self-explanatory
X	X	II--Primary Duties	Self-explanatory
X	X	III--Performance Feedback	Each subheading on the PFW lists factors that the rater evaluates by placing an "X" on the scale that accurately identifies the ratee's performance or behavior. Marks to the far left mean the ratee needs to work harder in those areas, while marks to the far right mean the ratee is performing well and needs to either maintain the current level of performance or improve slightly. If the factor listed doesn't apply, or if it is an initial session and you haven't yet observed performance in that area, enter "N/A." The rater discusses each behavior or performance factor with the ratee and explains standards (initial session) or the basis for placement of each "X" (follow-up or midcourse sessions). (See notes.)
X	X	IV--Comments	Use this section to explain the ratings given.
X	X	Strengths, Suggested Goals, and Additional Comments	Use this section to continue feedback or to help individuals understand their strengths and possible plans for the future. Also use it to continue the comments from the front of the form.

NOTES:

1. The factors on the PFW do not necessarily match the performance factors found on the EPR. Therefore, advise the ratee not to try to predict specific EPR ratings based on the PFW marks.
2. For Senior Airmen who are raters, the rater will provide feedback on supervisory/management skills. As a minimum, include items covered in Section IIId of AF Form 932. These areas must be listed in Section IIIf of AF Form 931 and continued on the reverse, if necessary.

Figure 2.1. Completing the AF Form 931 and AF Form 932.

Table 2.1. When To Prepare PFWS.			
R U L E	A	B	C
	If the ratee is	and	then a feedback session is required and must be conducted
1	a TSgt or below	has not had an initial feedback session with the current rater	within 60 days of the date supervision began.
2	an AB, Amn, or A1C (with less than 20 months TAFMS)	has had an initial feedback session with the current rater	every 180 days or until the rater writes an EPR.
3	an AB, Amn, or A1C (with 20 or more months TAFMS) or a SrA through TSgt	has had an initial feedback session with the current rater	midway between the time supervision began and the planned EPR closeout date (see notes 1 and 2).
4	a TSgt or below	has had an EPR written without a change of rater	within 60 days after completing the EPR (see note 3).
5	an AB through CMSgt	requests a feedback session	within 60 days of the request if at least 60 days have passed since the last feedback session.
6	an AB through CMSgt	the rater determines there is a need for a feedback session	as the rater determines.

NOTES:

1. If the ratee is due an annual EPR and the period of supervision is less than 150 days, the rater conducts the feedback session not later than 45 days before the projected EPR closeout date.
2. If the ratee is getting a CRO EPR, the rater tries to hold a feedback session within 45 days of the EPR closeout date.
3. Do not conduct a feedback session if the ratee has had a feedback session within 60 days.

Chapter 3**MANAGING ENLISTED PERFORMANCE REPORTS (EPR)**

3.1. Which EPR Form to Use. The ratee's grade on the EPR's closeout date determines the form that the rater uses:

- AF Form 910, **Enlisted Performance Report (AB through TSgt)**, for TSgts and below.
- AF Form 911, **Senior Enlisted Performance Report (MSgt through CMSgt)**, for MSgts and above.

3.2. Personnel and Situations for Which EPRs Are Not Required.

3.2.1. For non-AD USAFR personnel in the grade of Sgt or below, or active duty (AD) personnel in the grade of AIC or below, with less than 20 months' Total Active Federal Military Service (TAFMS).

3.2.2. For individuals solely because of confinement or being absent without leave (AWOL).

EXCEPTION: The rater changes or the individual receives a Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) to a confinement facility, in which case the ratee receives an EPR according to table 3.3, rule 13. Otherwise:

- Ratees in confinement or AWOL status receive normal EPRs (annual, Change of Rating Official (CRO)), and so on).
- The rater deducts all periods of 30 consecutive calendar days or more during which they did not supervise the ratee (see paragraph 4.3.9.2) from the period of supervision.

3.2.3. For periods when the ratee is solely a student or a patient.

3.2.3.1. If a student ratee is otherwise eligible under the weighted airman promotion system (WAPS) and does not have an EPR on file, the rater (which the commander assigns) prepares an EPR (as HQ USAF directs) that:

- Closes out on the promotion eligibility cutoff date.
- Covers a period of supervision of at least 60 calendar days.

3.2.4. For individuals who have died, separated from the military (see table 3.3, rule 13, and table 3.4, rule 1, for exceptions), or retired.

3.2.4.1. If the ratee has an approved retirement or separation date within 1 year after the closeout date of the EPR, the report is optional. **EXCEPTION:** If the ratee is due for promotion consideration before the retirement or separation date and the closeout date is before the promotion eligibility cutoff date, the rater must submit the EPR.

3.2.4.2. If the rater doesn't prepare an EPR and the Air Force later withdraws or suspends a member's retirement or separation, the rater prepares an EPR as originally required if or when the rater has reached 120 calendar days of supervision.

3.2.4.3. For retirements or separations that the Air Force withdraws or suspends after the original closeout date, the new closeout date is the date of withdrawal or suspension approval. **NOTE:** The reason for the EPR will be "annual."

3.3. Number of Evaluators. All AF Forms 910 and 911 contain evaluations by at least two evaluators. **EXCEPTION:** The rater qualifies as a single evaluator.

3.3.1. No more than two evaluators (the rater and rater's rater) for AF Form 910, or three evaluators (the rater, rater's rater, or endorser) for AF Form 911 evaluate the ratee's performance and make a promotion recommendation (for CMSgts a recommendation for increased responsibilities). **EXCEPTIONS:** A commander disagrees with the ratings (see paragraph 3.5), the report is a referral and the commander is the evaluator named in the referral letter (see paragraphs 3.7.1 and 3.7.4), or the endorser is senior to the commander and refers the report.

3.4. Preparing EPRs. The rater prepares EPRs.

3.4.1. If the rater is dead, missing, missing in action, captured, interned, incapacitated, or relieved from duty during the reporting period or after the closeout date of the report but before the rater has signed the report, the rater's rater takes over the rating duties.

3.4.1.1. The rater's rater must:

- Have sufficient knowledge of the ratee's duty performance.
- Have been in the rating chain for the required period of supervision.

3.4.1.2. The rater's rater states what happened to the rater in section V of the AF Form 910 or 911.

3.4.1.3. If the rater's rater has insufficient knowledge to prepare the report or the period of supervision is insufficient, the MPF or CRPO asks the MAJCOM to appoint someone with sufficient knowledge of the ratee's duty performance for the required period of supervision to prepare the report.

3.4.1.4. If authorities can't find an appropriate rater, HQ AFMPC/DPMAC decides whether to file an AF Form 77

in the ratee's records stating why personnel couldn't prepare a report for the period. **NOTE:** An EPR does not become invalid solely because authorities relieve an evaluator from duty after the evaluator has signed the report.

3.5. Commander Reviews. The commander reviews all EPRs.

3.5.1. When commanders sign the EPR as evaluators, they enter "N/A" in the "Commander's Review" block. (Otherwise, they complete the "Commander's Review" block.).

3.5.1.1. Enlisted personnel authorized to perform the commander's review must include the words "Commander," "Commandant," or "Detachment Chief" in the duty title block.

3.6. Additional Evaluator Endorsement. Personnel use an additional evaluator endorsement only in conjunction with a referral report and only as paragraph 3.7.4 permits.

3.7. Managing Referral Reports. An evaluator whose ratings or comments cause a report to become a referral report must give the ratee a chance to comment on the report. Evaluators don't refer a report more than once. **EXCEPTION:** Later evaluators disagree and give additional referral ratings.

3.7.1. When an evaluator's ratings or comments cause a report to become a referral and that evaluator is a senior rater or reports directly to the Chief of Staff, USAF (CSAF) or a higher level (Secretary of the Air Force, Chairman, Joint Chiefs of Staff, and so on), the MPF sends the report and all related correspondence to HQ AFMPC/DPMMAE for final disposition. **EXCEPTION:** If the next evaluator is the commander who performs the commander's review, see paragraph 3.7.5.

3.7.2. Referring Evaluator Will:

3.7.2.1. Prepare the memorandum (figure 3.1) in the same number of copies as the EPR. Hand-deliver the memorandum and a copy of the EPR or, if the ratee is geographically separated, send it to the ratee by "return receipt requested" mail on or after the report's closeout date. Contact MPF or CRPO for assistance, if necessary.

3.7.2.2. Send a copy of the referral memorandum with the original EPR attached to the next evaluator. **NOTE:** When the evaluator immediately preceding the commander's review refers the EPR, the commander is the evaluator named in the referral memorandum and comments on the report using AF Form 77 **Supplemental Evaluation Sheet**. If the commander would normally be the next evaluator on the EPR, i.e., the rater's rater or the indorser, place comments in the appropriate evaluation section of the EPR. Use an AF Form 77 only if you need additional space.

3.7.3. Ratees:

3.7.3.1. Acknowledge receipt of the referral memorandum by dating and signing it. **NOTE:** The signature only

verifies receipt of the memorandum on the date indicated and does not indicate whether or not the ratee will provide remarks regarding the referral report.

3.7.3.2. Provide comments to the evaluator named in the memorandum within the stated time limits or as the evaluator named in the referral memorandum approves. Contact the MPF or CRPO for help if needed.

3.7.3.3. If the ratee does not want to comment on the referral EPR, no further action is required. The evaluator completes the EPR and prepares it for filing (see paragraph 3.7.4). **NOTE:** Failure to provide comments does not prevent the ratee from appealing the report in accordance with AFI 36-2401, *Correction of Airman and Officer Evaluation*, (formerly AFR 31-11) once the report becomes a matter of record.

3.7.3.4. When ratees choose to provide comments, they:

- Must keep the comments brief.
- Prepare the same number of copies as they do for the EPR.
- May attach important documents, which become part of the official record.
- Must limit the endorsement letter and attachments to 10 pages total.
- May include additional attachments for review by evaluators but not for file by the MPF in the personnel records with the EPR.
- Do not comment on the character, conduct, integrity, or motives of the evaluator. **EXCEPTION:** The ratee can support such comments about the evaluator with facts.

3.7.4. Evaluators Named in Referral Memorandum Actions:

3.7.4.1. If the ratee provides comments, the evaluator:

- States on the report, "I have received comments from the ratee."
- Considers the comments before signing the report.
- Doesn't sign the EPR before the date of the ratee's comments to the referral memorandum, or the end of the ratee's time limit to submit comments, whichever is sooner.
- Attaches the referral memorandum (a copy is acceptable) and the ratee's comments to the EPR and continues processing the report.

3.7.4.2. If the ratee doesn't provide comments or doesn't provide them within the time limit, the evaluator:

- States on the report, "I have not received comments from the ratee."
- Doesn't sign the EPR until the end of the ratee's time limit to provide comments.
- Attaches the referral memorandum (a copy is acceptable) to the EPR and continues processing the report.

3.7.5. Additional Evaluators:

3.7.5.1. Send the report to the next evaluator in the ratee's rating chain for additional endorsement when an endorser senior to the commander or a commander who is senior to the endorser refers the report.

3.7.5.2. Prepare the endorsement on AF Form 77.

3.7.5.3. Check the "supplemental sheet" block on AF Form 77, section II, and enter appropriate comments in section III.

3.7.5.4. Prepare the same number of copies as they do for the EPR (see table 3.1. or 3.2).

3.7.5.5. Enter identification data as required (see paragraph 3.12).

3.7.5.6. If the evaluator on AF Form 77 is other than an Air Force officer, Air Force NCO, or DAF civilian, submit an Air Force adviser review (see paragraph 1.1.11).

3.7.5.7. When an evaluator who immediately precedes the commander's review refers the EPR, the commander serves as the next evaluator (the evaluator named in the referral memorandum) and comments on the report.

3.7.6. MPFs or the CRPO. Coordinate all referral EPRs with the appropriate work units as AFMAN 36-2622, volume 1, table 13.1, *Base Level Military Personnel System* (formerly AFM 30-130) requires.

3.7.7. If, after referral, a subsequent evaluator upgrades the ratings or comments so the conditions defined above no longer apply, further quality force actions associated with referral performance need not be taken. However, referral correspondence will remain attached to the EPR.

3.8. Managing Classified Information. The EPR or any attachments to it (referral memorandum, ratee comments, authorized additional endorsement, and so on) *must not* contain classified information.

3.8.1. Personnel use the word "classified" in place of an entry if filling in the entry releases classified information.

3.8.2. If a unit's personnel accounting symbol (PAS) is in the classified PAS directory, the personnel data system (PDS) does not print either the organization or location on the EPR notice but masks the data, printing the PAS code alone.

3.8.2.1. Personnel replace classified organizations or locations with the word "classified." **EXCEPTION:** Use the actual organization and location for unclassified locations or units that you enter into the classified PAS directory only to reassign or reorder responsibilities.

3.8.2.2. Personnel use caution when a PAS code is in the classified PAS directory to prevent releasing classified information.

3.9. Avoiding Inappropriate Comments. Evaluators do not comment in EPRs on:

3.9.1. Actions against the ratee that resulted in acquittal or a personnel action that supervisors ended because it was unwarranted.

3.9.2. Statements, testimonies, or data, which boards hear or obtain, that are confidential under AFI 91-404, *Investigating and Reporting USAF Mishaps* (formerly AFR 127-4).

3.9.3. Actions that the ratee takes through appeal channels, such as:

- The Inspector General.

- The Air Force Board for Correction of Military Records.

- Congressional inquiry.

3.9.4. Recommendations for decorations. Evaluators comment only on those decorations that authorities have actually approved by the closeout date of the EPR. **NOTE:** Decorations refer here only to those ribbons or medals that personnel wear on the Air Force uniform.

3.9.4.1. Raters may mention nominations for honors or awards such as Outstanding NCO of the Quarter and so on.

3.9.5. The ratee's race, ethnic origin, gender, age, or religion anywhere in the report where readers could interpret such references as reflecting favorably or unfavorably on the ratee.

3.9.5.1. Evaluators may use the pronouns he, she, him, her, his, or hers.

3.9.6. Temporary or permanent disqualification under AFI 36-2104, *Nuclear Weapons Personnel Reliability Program* (formerly AFR 35-99).

3.9.6.1. While evaluators may not include any references to PRP disqualification, they may comment on the behavior that resulted in this action.

3.9.7. Any score data on the WAPS score notice or the senior NCO promotion score notice, board scores, test scores, and so on.

3.9.8. Substance Abuse Reorientation and Treatment (SART) Program Information. Evaluators focus on the ratee's performance rather than participation in the SART program.

3.9.9. Previous reports. Evaluators may consider earlier reports but not comment on them.

3.9.10. Article 15 and actions taken under Article 15. Evaluators do not use the term "Article 15" or mention subsequent punishment by authorities.

3.9.10.1. Evaluators may describe the behavior that led to the punishment.

3.9.11. Family activities or the ratee's marital status. Evaluators do not:

- Consider or include in the EPR information (either negative or positive) about the employment, education, or volunteer activities (on or off the military installation) of the ratee's family.
- React favorably or negatively to the ratee based only on the ratee's marital status.

3.9.12. Prior incidents. Evaluators do not include incidents that occurred before the reporting period in an EPR. **EXCEPTION:** Such comments add significant information not previously reported.

3.9.13. Events that occur after the report's closeout date. The MPF Evaluation Section assists evaluators requiring extensions of the closeout date if they want to include a negative incident of serious significance that occurs between the date the report closes and the time the report becomes a matter of record.

3.9.14. Promotion recommendations. Evaluators make promotion recommendations in section IV of the EPR.

3.9.14.1. Evaluators make additional promotion recommendations or statements in the comment sections of the

EPR only if subsequent evaluators don't agree and change the promotion recommendation in section IV.

3.9.15. Nominations for promotion under the Stripes to Exceptional Performers (STEP) Program. Evaluators may mention selection for promotion under this program if it occurred during the rating period.

3.9.16. Performance feedback. Evaluators do not refer to performance feedback sessions in any area of the EPR form.

3.9.16.1. An evaluator may use the appropriate block in AF Form 910, section V, to:

- Record the appropriate reason for not providing feedback.
- Document a failure to provide feedback.

3.9.17. Membership in open mess facilities.

3.10. Managing Missing and Removed EPRs. The MPF documents all gaps (missing or unwritten EPRs) in the EPR history on AF Form 77.

3.10.1. **Late Reports and Additional Endorsements.** Personnel do not submit an EPR if the time elapsed since the end of the reporting period (closeout date) is more than 18 months.

3.10.1.1. The MPF or CRPO reviews EPRs that personnel submit within 18 months to determine if the report is valid for filing in the ratee's UPRG.

3.10.1.2. The MPF processes authorized additional endorsements (according to AFI 36-2401) that personnel send after the report has become a matter of record.

3.10.2. **EPRs Officially Removed From Records.** Personnel replace reports that authorities remove in accordance with AFI 36-2603, *Board for Corrections of Military Records* (formerly AFR 31-3), *AFBCMR*, or AFI 36-2401 with an AF Form 77 that they prepare according to AFI 36-2401. **EXCEPTION:** The board directs otherwise.

3.10.3. **Documenting Voids in Records.** The Chief, Quality Force Section (or NCOIC, as assigned), prepares and authenticates the AF Form 77 (which the Chief uses as a "supplemental sheet" to include the "from" and "through" dates).

3.10.3.1. For enlistees with prior service but no earlier evaluation reports, the period of the AF Form 77 begins with the ratee's total active Federal military service date (TAFMSD) and closes out 1 day before the reentry to Extended Active Duty (EAD) date in the PDS. Personnel:

- Enter the statement "prior-service enlistee not rated for the above period" in section III.
- Update the PDS with:
 - The rating code "PB."
 - The closeout date.

3.10.3.2. When the ratee (including an enlistee with prior service) has earlier Air Force Airman Performance Reports (APRs) or EPRs on file but gaps in ratings due to the breaks in military service, the "from" date becomes the day after the closeout date of the last report prepared (see the

required statement and the PDS code in paragraph 3.10.3.1). For the through date:

- Enter the day before entering active duty (EAD date in the PDS) for active duty (AD) personnel.
- Enter the day before the assignment begins for non-AD personnel, SSgts, or above.

3.10.3.3. Personnel follow table 3.5 for periods when EPRs are missing.

3.10.3.4. When HQ AFMPC/DPMAE approves filing an AF Form 77 under paragraph 3.4., it provides specific instructions.

3.11. Managing Letters of Evaluation (LOE). There are two categories of LOEs: Mandatory and optional. Raters:

- Prepare LOEs on AF Form 77 in one copy.
- Limit their comments to one page, front side only.

3.11.1. For A1C and below (with less than 20 months TAFMS), personnel must prepare an LOE (mandatory) when:

- The reporting official changes due to the PCS or PCA of the ratee.
- AFI 36-3208, *Administrative Separation of Airmen* (formerly AFR 39-10) requires, provided the rater has at least 60 days of supervision.

3.11.1.1. The MPF or CRPO notifies the rater when an LOE is mandatory due to the PCS or PCA or AFI 36-3208 action. All other LOEs are optional.

3.11.2. The following personnel prepare LOEs:

- Raters.
- Supervisors on temporary duty (TDY) (optional only).
- Supervisors of ratees who are awaiting training, after completing training, or on removal from training (optional only).
- Other officials who have directly observed the ratee's duty performance or personal qualities (optional only). **NOTE:** Although in this instance, LOEs are optional, officials consider completing one to document significant information that might help the rater prepare an EPR.

3.11.2.1. In preparing LOEs, these personnel consider the "from" date as the 1st day of supervision or observation.

3.11.2.2. For optional LOEs, these personnel consider the "through" date as the last day of supervision or observation.

3.11.2.3. For mandatory LOEs, these personnel consider the "through" date as:

- The day before the effective date of the PCS or PCA action.
- The day before the commander's written notice of a planned separation in accordance with AFI 36-3208.

3.11.3. Send all LOEs to the ratee's unit orderly room.

3.11.3.1. The unit orderly room:

- Reviews the LOEs for quality.
- Takes corrective action, if required.

- Sends the LOEs to the MPF (PC-III unit orderly rooms update the PDS and place LOEs in a suspense file). **NOTE:** The MPF or CRPO send a copy of the separation LOE (attached to the separation package according to AFI 36-3208) to the commander.

3.11.3.2. The MPF, CRPO, or orderly room provides all LOEs concerning the ratee to the rater to use when preparing the next EPR.

3.11.3.3. The rater routes all LOEs closed during the EPR reporting period through the rating chain, with the EPR to the last evaluator.

3.11.3.4. The rater gives all LOEs to the ratee or destroys them after completing the EPR.

3.11.3.5. The losing MPF or CRPO will send the LOEs to the gaining MPF or CRPO on ratees who receive a PCS before they require an EPR.

3.11.3.6. The MPF, CRPO, or orderly room gives the LOEs to ratees who separate or retire.

3.11.4. Personnel do not refer LOEs; they are for informational purposes only.

3.12. Managing AF Forms 77. Evaluators use AF Form 77 as this instruction authorizes elsewhere for:

- Continuation sheets on referral reports.
- Commander or additional endorsements.
- AF adviser reviews.
- LOEs.

3.12.1. Preparing AF Form 77.

3.12.1.1. Type the form when possible; legibly handwrite or print as a last resort.

3.12.1.2. Limit your comments to one page, front side only.

3.12.1.3. Use correction fluid (not correction tape) or a pen to correct minor errors.

3.12.1.4. Initial corrections and erasures that change sentence meaning.

3.12.1.5. Retype forms with an excessive number of corrections or erasures.

3.12.1.6. Enter ratee's:

- Name.
- Grade (for ratees not on AD, enter the grade and "NON-AD").
- Branch of service.
- SSN (prefix or suffix optional)
- Duty title.
- Organization.
- Command.
- Location.

3.12.1.7. Sign and date the original. **NOTE:** The evaluator may initial or stamp *signed* any remaining required copies.

3.12.1.8. Don't sign or date the LOE before the closeout date.

3.13. Attaching Documents to EPRs. Referral documents, memorandums that personnel accept for file according to AFIs 36-2603 or 36-2401, and AF Forms 77

become permanent attachments to EPRs. LOEs may have no other documents attached to them.

3.14. Routing and Assigning Due Dates to EPRs. For AD EPRs see table 3.1. For non-AD EPRs, see table 3.2.

3.15. Determining the Office of Record. See table 3.1 for AD EPRs. See table 3.2 for non-AD EPRs.

3.16. Disposing of EPRs. See AFI 37-133, volume 2, and AFI 36-2608, *Military Personnel Records Systems* (formerly AFR 35-44), for guidance in managing and disposing of all reports.

3.17. Gaining Access to EPRs. Personnel mark EPRs "For Official Use Only".

3.17.1. EPRs are subject to AFI 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35).

3.17.2. The records custodian decides whether a person's official duties require access to evaluation reports.

3.18. Reproducing EPRs.

3.18.1. Personnel may reproduce or make copies of reports in limited instances:

3.18.1.1. For official actions such as:

- Courts-martial.
- Board appeals.
- Promotions.
- Demotions.
- Waivers for retraining requests.
- Special assignments.

3.18.1.2. As AFI 37-132 authorizes, when the ratee or a designated legal representative or next of kin (if the ratee dies) requests a copy.

3.18.1.3. When HQ USAF/DPML requests, to complete or update folders on members by reporting identifier 9G000 (Airman Aide).

3.18.1.4. To complete personnel records by replacing a missing report (see table 3.5).

3.18.2. Reproduced copies must be:

- The same size and format (such as head-to-foot) as the printed forms.
- Sharp and free of excessive smudges.
- Certified by the Chief, Quality Force Section (or designated non-commissioned officer in charge (NCOIC)), if personnel plan to file the copies in official records.

3.18.2.1. Personnel filing certified copies enter the statement "Certified True Copy" with the certifying official's grade, name, signature, duty, title, and unit and the date in the front left margin of the report.

3.18.3. The MPF or CRPO return copies that are difficult to read and do not comply with paragraph 3.18.2.

3.19. Examining EPRs. Personnel examine EPRs at every level of handling to check the reports' quality and suitability.

3.19.1. Return inaccurate or substandard EPRs that are not yet a matter of record for evaluators to consider further and redo as appropriate (see paragraph 1.1).

3.19.2. While personnel below the HQ USAF level examine most EPRs, HQ AFMPC/DPMAE and the custodian of the senior NCO selection folders may also return a report that has not yet become a matter of record for correction or redoing.

3.19.3. The examiner of an EPR does not resolve differences between evaluators.

3.20. Updating the Personnel Data System (PDS).

Personnel update completed EPRs and LOEs according to AFMAN 36-2622, volume 1, chapter 13 (formerly AFM 30-130).

3.20.1. Personnel enter into the PDS the promotion recommendation rating that the final evaluator approves or changes.

3.21. Correcting Reports. If an evaluator revises a signed report to correct an error before the report becomes a matter of record but is unavailable to sign the revised report, the Chief, MPF, or Chief, Quality Force Section, may certify the authenticity of the missing evaluator's comments.

3.21.1. To properly certify:

- Copy the evaluator's comments and ratings exactly.

- Add the words "Certified True Copy" to the signature block.
- Enter the certifying official's grade, name, signature, duty title, and unit and the date in the front left margin.

3.21.2. This procedure applies only when an evaluator is unavailable to sign the revised report due to:

- Retirement.
- Separation.
- PCS departure or extended period of leave.
- Hospitalization.
- Extended TDY.

3.22. Appealing or Changing EPRs That Are a Matter of Record. Members submit all appeals or requests for changes to reports that have become a matter of record in accordance with AFI 36-2603 or AFI 36-2401.

3.23. Managing EPRs During Contingency and War.

Documentation of an individual's performance and potential is vital to force management in time of war or national emergency just as in peacetime. However, authorities may modify certain procedures during crises to reduce the administrative workload while ensuring documentation of important performance information. In emergencies, personnel use attachment 3, which adds to the guidance in this instruction.

(Appropriate Letterhead)

MEMORANDUM FOR (Ratee's name and grade)

(Date)

FROM: (Functional address symbol)

SUBJECT: Referral of Enlisted Performance Report

I am referring the attached enlisted performance report to you according to AFI 36-2403, paragraph 3.7. This report contains one or more ratings or comments that make the report a referral, as AFI 36-2403, attachment 1 (Referral Report), defines.

Comment on the report by endorsing this letter and signing it in reproducible ink (black or dark blue only). Send the report and your endorsement to (the next evaluator's name and complete address) within (10 calendar days for AD) (30 calendar days for non-AD) from the date you receive this letter. If you need additional time, request an extension from the individual named above. You may include attachments, but they must directly relate to the referral issue. We will file appropriate attachments that you choose to add to the EPR (limited to 10 total pages) in your personnel record. Your endorsement and any attachment you include may not discuss the evaluator's character, conduct, integrity, or motives unless you fully support and document your comments. Contact your MPF or CRPO if you need help in preparing your reply.

If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review according to AFI 36-2401 once the report becomes a matter of record as AFI 36-2403, Attachment 1 (Matter of Record), defines.

(Signature)

(Name, grade, branch of service)

(Duty title)

Attachments:

AF Form 910/911

Receipt acknowledged on _____.

(Ratee's signature)

Figure 3.1. Sample Memorandum Referring an EPR to the Ratee.

Table 3.1. Number of Copies, Office of Record, and Routing of EPRs for Airmen on AD.						
R U L E	A	B	C	D	E	F
	If the ratee is a	and the CAFSC is 9G000	then the number of copies is (see notes 1 and 2)	and the document is	and the office of record is	and the MPF forwards the EPR to (see notes 3, 4, 5, and 6)
1	CMSgt or CMSgt selectee	yes	three	original	HQ AFMPC/DPMRC	the office of record by 60 calendar days after the close-out date.
2	SMSgt or MSgt				HQ AFMPC/DPMABR2	
3	CMSgt, SMSgt, or MSgt			duplicate	servicing MPF EPR unit	
4	CMSgt, SMSgt, or MSgt			triplicate	HQ USAF/DPML for AFSC 9G000	
5	CMSgt or CMSgt selectee	no	two	original	HQ AFMPC/DPMRC	

(Table continued on next page)

Table 3.1. Continued.						
R U L E	A	B	C	D	E	F
	If the ratee is a	and the CAFSC is 9G000	then the number of copies is (see notes 1 and 2)	and the document is	and the office of record is	and the MPF forwards the EPR to (see notes 3, 4, 5, and 6)
6	SMSgt or MSgt	yes	two		HQ AFMPC/DPMABR2	
7	CMSgt, SMSgt, or MSgt			duplicate	servicing MPF career enhancement unit	
8	TSgt or below			original		
9	TSgt or below			duplicate	HQ USAF/DPML for AFSC 9G000	
10	TSgt or below	no	one	original	servicing MPF career enhancement unit	

NOTES:

1. See paragraph 3.18.
2. Prepare EPRs on all Reserve airmen on EAD according to Title 10 U.S.C. 678 in 2 copies.
3. Whenever possible, complete and file EPRs closed out for reassignment reasons (according to paragraph 4.3.8) in the ratee's UPRG before submitting the record according to AFI 36-2608 (formerly AFR 35-44).
4. Complete EPRs referred to the individual according to paragraph 3.7 and file them in the ratee's UPRG by 70 calendar days after the closeout date of the report.
5. Once the evaluators complete the appropriate sections of the EPR, personnel must hand-carry or transmit it in a securely sealed envelope marked *EPR data to be opened by addressee only*.
- 5.1. Send EPRs through channels to the unit commander for review (paragraph 3.5). The unit commander ensures that the MPF receives reports for review and filing in the UPRG by 60 calendar days after the report's closeout date. **EXCEPTION:** Referral EPRs (see note 4).
- 5.2. MPFs may request EPRs earlier than 60 calendar days, but no earlier than 30 days, after closeout in order to perform a quality review and update the PDS. Local requirements and experience determine the MPF due date. The due date must allow evaluators and the MPF enough time for administrative work. Personnel may not require raters to complete an EPR any earlier than 5 duty days after the report closeout.
6. File the original EPR on all Reserve airmen on EAD under Title 10 U.S.C. 678 or 672 in the ratee's UPRG. Send the duplicate copy for AFRES recruiting service personnel to AFRES/RS, Robins AFB GA 31098-5000. Send the duplicate copy for all other Reserve airmen on EAD to the MAJCOM of assignment (MAJCOM/DPB).

Table 3.2. Number of Copies, OPR, Routing, and Assigning Due Dates to EPRs for Airmen Not on AD.					
R U L E	A	B	C	D	E
	If	and the number of copies is (see notes 1 and 2)	and the document is	and the office of record is	then forward the EPR to the office of record (see notes 3, 4, and 5)
1	assigned to AFRES or a subordinate unit	one	original	the servicing MPF EPR unit or ARPC/MSPAR	to be filed in the ratee's UPRG by 60 calendar days after the closeout date.
2	an IMA or RD				to be filed in the ratee's UPRG by 45 days calendar days after the closeout date.

NOTES:

1. See paragraph 3.18.
2. Whenever possible, complete and file EPRs closed out for reassignment reasons according to paragraph 4.3.8 in the ratee's UPRG before submitting the record according to AFI 36-2608.

3. Complete referral EPRs according to paragraph 3.7 and file them in the ratee's UPRG by 90 calendar days after the report's closeout date (75 calendar days for IMAs and RDs).
4. Once the evaluators complete the appropriate sections of the EPR, personnel hand-carry or transmit it in a securely sealed envelope marked *EPR data to be opened by addressee only*.
 - 4.1 For AFRES units, the evaluator sends the EPR through the unit commander to the servicing MPF. The servicing MPF ensures that personnel send EPRs to the office of record within the required time limits.
 - 4.2. For IMAs and RDs, the evaluator sends the EPR through the active duty or Reserve CRPOs or through the Federal Emergency Management Agency (FEMA) (for personnel assigned to the 9006 Air Reserve Squadron [ARS]) to ARPC/MSPPE.
5. MPFs or the CRPO may require EPRs earlier than 60 calendar days after the closeout date (45 calendar days for IMAs and RDs) in order to perform a quality review and to update the PDS. Local requirements and experience determine the MPF or CRPO due date. It allows evaluators and the MPF or CRPO enough time for administrative work. Personnel may not require raters to complete an EPR earlier than 5 duty days after the report closeout date.

Table 3.3. When to Submit EPRs on Airmen on AD (see notes 1 and 2).			
R U L E	A	B	C
	If	and the period of supervision has been at least	then the reason for the report is
1	The ratee is an A1C or below, has 20 or more months TAFMS, and has not had a report	120 calendar days (see notes 3 and 4)	initial.
2	The ratee is a SrA or above and has not had a report for at least 1 year	120 calendar days (see notes 4 and 5)	annual.
3	The ratee is an A1C or below, has 20 or more months TAFMS, has had an initial report, and has not had a report for at least 1 year	120 calendar days (see notes 4 and 5)	annual.
4	The member requires an EPR because of placement on or removal from the control roster according to AFI 36-2907 (see notes 6 and 7)	60 calendar days	directed by the commander.
5	The ratee's performance or conduct is unsatisfactory or marginal, and a special report is appropriate (see note 7)	120 calendar days (see note 4)	
6	The member needs a report in conjunction with AFI 36-3208 discharge action (see notes 7 and 8)	60 calendar days	directed by HQ USAF.
7	Authorities place the ratee in reporting identified 9A100 or 9A000 (see note 6)	120 calendar days (see notes 4 and 9)	
8	Personnel have declared the ratee missing in action, captured, or interned (see notes 7 and 10)	as directed	
9	HQ USAF directs a special report (see note 11)	as directed	change of rating official (CRO).
10	The ratee departs TDY for formal training for 120 calendar days or more (see notes 7, 12, and 13)	120 calendar days (see notes 4 and 14)	
11	The ratee departs TDY (other than for formal training) for 120 calendar days or more (see notes 7 and 15)	120 days (see notes 4, 16, and 17)	
12	The ratee returns from TDY (other than for formal training) of 120 calendar days or more (see notes 7 and 15)	120 calendar days (see notes 4, 16, and 17)	
13	The rater changes as a result of a PCS or PCA or an approved change of designated rater (see notes 7, 12, and 18)	120 calendar days (see notes 4, 16, and 17)	

NOTES:

1. Do not prepare an EPR on USAFR personnel on EAD under 10 U.S.C. 678 or 672. **EXCEPTION:** The rater or the ratee departs PCS or HQ USAF/REP directs.
2. If the EPR is already a matter of record and the event or circumstance that brought about the report changes or no longer exists, take no action. The EPR is a valid report and remains in the ratee's UPRG. **EXCEPTION:** The MPF updates referral EPRs that are prepared as a result of a PCS in the PDS and file them in the ratee's UPRG regardless of whether or not the report was a matter of record at the time authorities canceled or delayed an assignment.

3. The closeout date is the day the airman has 20 months TAFMS or had 120 calendar days of supervision. **EXCEPTION:** If the ratee has 20 or more months' TAFMS and a change of rating official occurs before the 120-day supervision period, authorities reduce the minimum period of supervision to 60 days. Closeout is the day before the date of departure if the rater changes because of a PCS. The report is "Initial (CRO)."
4. The period of supervision is reduced to 60 or more calendar days for referral reports.
5. The closeout date is 1 year from the previous EPR's closeout date or when 120 calendar days of supervision have passed. If a change of reporting official occurs after the annual date, but before the ratee has had 120 days of supervision, authorities reduce the period of the report to 60 days.
6. Reports in accordance with AFI 36-2907, *Air Force Unfavorable Information File Program* (formerly AFR 35-32) are optional. The closeout of the report that personnel prepare when placing a member on the control roster is the day before the date of placement on the control roster. The closeout of the report that personnel prepare when removing a member from the control roster is the day before the date of removal.
7. A1C and below with less than 20 months TAFMS do not receive an EPR.
8. An EPR that an evaluator prepares when the commander implements a discharge closes out 1 day before the commander's written notice of the proposed action to the airman. The first EPR that an evaluator prepares when placing a member on probation and rehabilitation (P&R) closes out 90 days after entering the P&R period. Subsequent EPRs close out 90 days after the previous EPR's closeout date. For personnel with less than 20 months TAFMS, personnel use an LOE to document these actions (see paragraph 3.11).
9. The report's closeout is the day before the date that authorities place the ratee in reporting identifier 9A100 or 9A000.
10. Don't prepare reports for periods of missing in action, captured, or interned status of less than 15 calendar days. For periods of 15 calendar days or more, prepare a report as HQ AFMPC/DPMAC directs.
11. HQ AFMPC/DPMAC (or HQ AFMPC/DPMACJ if the report is necessary for promotion consideration) directs reports under this rule.
12. If the ratee is also a rater, authorities assign a new rater for those individuals that the departing rater rates. This rule does not apply if the rater and ratee depart together and no change of designated rater occurs.
13. The TDY requires no EPR if:
 - The ratee is attending formal school due to retraining requirements.
 - The ratee is already performing duty in the retraining AFSC.
 - Authorities expect no change in the rater before the ratee returns to the home station.
14. The report's closeout is the day before the ratee departs.
15. Don't prepare a CRO EPR under this rule. **EXCEPTION:** A change of rater occurs. The home station commander may decide to change the rater to someone at the TDY station if:
 - Someone at the TDY location can perform normal rater duties.
 - The commander at the TDY location agrees that the new rater can perform the necessary duties.
 - The ratee's servicing MPF updates the PDS to reflect the rater at the TDY station.
 - The commander assigns a new rater when the TDY ends.
16. Reduce the period of supervision to 60 days if more than a year has passed since the ratee's last EPR. The closeout is the day before the rater changes or departs.
17. See paragraph 4.3.8 to determine the closeout for CRO EPRs.
18. Prepare an EPR under this rule if the Air Force is releasing the ratee (SSgt or above) from active duty to the Reserve (AD or non-AD).

Table 3.4. When to Submit EPRs on USAFR Airmen Not on AD.

R U L E	A	B
	If	then the reason for the report is
1	the ratee receives a PCS (see notes 1 and 2)	change of rating official (CRO).
2	HQ USAF directs a special report (see note 3)	directed by HQ USAF.
3	the commander directs a special report (see notes 4, 5 and 6)	directed by commander.

NOTES:

1. If the ratee did not participate during the period of report, the EPR shows this information. If a ratee has limited participation under a reporting official, the rater, as a minimum, aims to get information about the ratee through:
 - Second and third line supervisors.

- The first-sergeant.
 - The commander.
2. Also prepare an EPR under this rule if the ratee receives:
 - A discharge from the USAFR and enters AD at the same time.
 - Reassignment to EAD.
 - Reassignment to the Air Reserve Personnel Center (ARPC) as a non participant.
 3. HQ AFMPC/DPMAEP or HQ USAF/REP directs EPRs under this rule.
 4. Do not direct an EPR only to document outstanding achievements. Only a wing, group, or higher level commander directs EPRs.
 5. A commander (wing, group, or higher-level commander, a central or MAJCOM IMA program manager, HQ ARPC, or HQ USAF/REP) may direct an event-centered EPR, such as for:
 - Board nominations (school, screening qualification, retention, awards, and so on).
 - Commissioning program applications.
 - Special-duty nominations.
 6. Do not prepare more than one event-centered report on a Reservist during a 12-month period. Do not use event-centered EPRs as a reason for annual reports.

Table 3.5. Missing Reports (see note 1).				
R U L E	A	B	C	D
	If 18 months have passed since closeout date:	and tracer action or reaccomplishment is successful and complete:	and the PDS contains the over-all rating and closeout date:	then:
1	yes	no	yes	the MPF or CRPO prepares AF Form 77 (see note 2).
2			no	the MPF or CRPO prepares AF Form 77 (see note 3).
3		yes (tracer action only)		file the EPR according to table 3.1 for AD personnel or table 3.2 for non-AD personnel and update the PDS if appropriate.
4	no	no	yes	the MPF or CRPO prepares AF Form 77 (see note 2).
5			no (see note 4)	the MPF or CRPO prepares AF Form 77.
6		yes	no	file the EPR according to table 3.1 for AD personnel or table 3.2 for non-AD personnel and update the PDS if appropriate.

NOTES:

1. The gaining MPF or CRPO tracks missing or late EPRs or LOEs resulting from PCSs or PCAs. The losing MPF or CRPO personnel relocation unit gives the gaining MPF or CRPO career enhancement unit a copy of AF Form 330, **Records Transmittal/Request**, when appropriate. Don't redo reports more than 18 months old.
2. Enter this statement in the body of the form: "Report for the period (date) through (date) is not available for administrative reasons. The PDS contains the following overall rating and closeout date pertaining to the missing EPR (enter the overall EPR rating and the closeout date). The MPF will not change the rating and date unless documentary evidence to support a change becomes available or AFI 36-2603 or AFI 36-2401 (formerly AFR 31-3 or 31-11) authorize such action." The MPF Chief, Customer Support Unit (or NCOIC, as assigned), must:
 - Authenticate the AF Form 77.
 - Distribute it according to table 3.1 for AD or table 3.2 for non-AD personnel.
3. Enter the following statement in the body of the form: "Report for the period (date) through (date) is not available for administrative reasons." The MPF Chief, Customer Support Unit (or NCOIC, as assigned), must authenticate the AF Form 77 and distribute it according to table 3.1 for AD or table 3.2 for non-AD personnel.
4. For AD personnel only. When all appropriate attempts to find the missing EPR fail, MPF sends an inquiry to HQ AFMPC/DPMDOA, 550 C St West, Ste 20, Randolph AFB, Texas 78150-4722, requesting that HQ AFMPC/DPMDOA search the history files for the EPR rating. Include in the request:
 - All known information that may assist in identifying the missing report.

- An account of all actions taken to find the missing EPR. For personnel with prior service, do not send a request to HQ AFMPC/DPMDOA for missing reports for earlier than 120 calendar days after the date the ratee reentered AD. The MPF provides this information when requesting a search for missing APRs or EPRs on personnel with prior service:
- Name.
- Grade.
- SSN.
- Grade at separation.
- Date of separation.
- Whether an AF Form 1613, **Statement of Service**, might exist.

NOTE: If HQ AFMPC/DPMDOA finds the rating in the history files, complete an AF Form 77 according to note 2. When more than one report is involved, the MPF may prepare one AF Form 77 according to note 2 if no gaps exist in the period of the missing reports. However, if the MPF later receives one or more of the missing reports, it prepares one or more AF Forms 77, as required, so that periods of time in the performance record remain consecutive. If the rating is not available, comply with note 3.

Table 3.6. Mandatory Grade Requirement For Final Evaluators on an EPR.		
R U L E	A	B
	If the ratee is	the final evaluator must be (see notes 1, 2, and 3)
1	a MSgt or above	an officer serving in the grade of at least a major (or equivalent) or a civilian in the grade of GS-12 (or similar grade) (see notes 4, 6, and 7).
2	a TSgt or below	the rater's rater (see note 5 and 7).

NOTES:

1. See attachment 1 (Rating Chain) for exceptions.
2. The endorser may not be higher in the organizational structure than the senior rater.
3. When the endorser is not an Air Force officer or civilian, an Air Force advisor must review (see paragraph 1.1.12).
4. A rater's rater who meets the grade requirement may close out the EPR, but an official higher in the rating chain than the rater's rater may serve as the final endorser.
5. When the rater's rater is not at least a MSgt or civilian (at least GS-7), the endorser is the next official in the rating chain serving in the grade of MSgt or higher, or a civilian in the grade of GS-7 or higher.
6. The chief master sergeant serving as the Vice Commandant of the College of Enlisted PME may endorse reports as a senior rater's deputy.
7. If the rater or rater's rater is the Chief Master Sergeant of the Air Force (CMSAF), the report will be closed at this level.

Chapter 4

USING AF FORMS 910 AND 911

4.1. Routing and Scheduling.

4.1.1. The orderly room sends two copies of the EPR notice and any LOEs on file that will close out during the period of the report to the rater's unit of assignment.

NOTE: This procedure applies to AD personnel and to non-AD personnel in AFRES units.

4.1.2. The unit sets up a monitoring system that ensures prompt submittal of EPRs.

4.1.3. ARPC/MSPPE sends two copies of the EPR notice and any LOEs to the rater's MPF or FEMA regional directors for individual mobilization augmentees (IMA) and reinforcement designees (RDs) assigned to the 9006 ARS.

4.1.4. The rater:

- Contacts appropriate officials to get EPR notices or information needed to prepare EPRs.
- Provides one copy of the EPR notice to the ratee for review.
- Contacts the orderly room for help in resolving discrepancies noted on the EPR notice (for example, information in the PDS) before submitting the EPR for file.
- Sends the second copy of the EPR notice with the EPR through the rating chain.
- Sends the completed EPR to the orderly room.

4.2. Preparing AF Forms 910 and 911. Evaluators prepare AF Forms 910 and 911.

4.2.1. Prepare the EPR with the number of copies specified in tables 3.1 and 3.2.

4.2.2. Type EPRs. Use 10- or 12-pitch with 6-line-per-inch spacing.

4.2.2.1. Computerized versions may be used with proportional spacing provided a 12-point font is used.

4.2.2.2. If a typewriter or word processor is not available, print or legibly write entries.

4.2.3. Using bullet format, limit comments to the space provided. **EXCEPTION:** The EPR is a referral, in which case, use AF Form 77 as a continuation sheet (see paragraph 3.12).

4.2.4. Use correction fluid (not correction tape) or a pen to change minor errors.

4.2.4.1. The evaluator making the change initials the corrections and erasures that change sentence meaning.

4.2.4.2. Evaluators redo reports with an excessive number of erasures or corrections.

4.2.5. Avoid nicknames, code names, or acronyms. If you use them, explain them.

4.2.6. Enter notes such as "PDS-processed," administrative review initials, date stamps, and so on, only in the EPR's top margin.

4.2.7. Handwrite ratings (X).

4.2.7.1. Don't correct ratings (sections III and IV). Redo the report if a rating changes before the EPR is a matter of record.

4.2.7.2. To prevent others from entering incorrect ratings, enter ratings (X) only when signing the EPR.

4.2.8. Enter the evaluator identification (in all uppercase or a combination of upper and lower case letters) as the form requests.

4.2.8.1. The SSN is optional if the evaluator is:

- A civilian.
- A member of a foreign service.

4.2.8.2. Enter the rater identification data (including the current grade) as of the EPR's closeout date. **EXCEPTION:** Paragraph 3.4. applies.

4.2.8.4. Enter identification information (including the current grade) for evaluators other than the rater as of the signature date of the report. **NOTE:** These evaluators may be assigned after the report's closeout date and still sign the report.

4.2.8.5. When the evaluator is an Air Reserve technician (ART), use the military grade and duty title.

4.2.8.6. If a rater is performing an additional duty and prepares EPRs based on that duty, the rater enters the additional duty title on the EPR, not necessarily the one in the PDS.

4.2.8.7. Evaluators sign the original EPR.

4.2.8.8. Evaluators don't:

- Sign or date the EPR before the closeout date.
- Sign blank forms or forms that do not contain ratings.

4.2.8.9. Evaluators sign required additional copies but may initial or stamp them "signed."

4.2.9. Instructions in this AFI take precedence over those on the applicable AF forms.

4.3. Section I, "Ratee Identification Data." Raters take this identification data from the EPR notice (see paragraph 4.1.1). **NOTE:** Abbreviations on the EPR notice result from personnel data system space restrictions. Raters may expand them for clarity.

4.3.1. **Name.** Use all uppercase or a combination of upper and lower case letters.

4.3.2. **SSN.** Enter the SSN (without a prefix).

4.3.3. **Grade.** Use all upper case or a combination of upper and lower case letters.

4.3.3.1. For airmen on AD, enter the grade held on the closeout date (see paragraph 3.1). For airmen on EAD under 10 U.S.C. 678 (statutory tour program), also enter "stat tour."

4.3.3.2. For non-AD airmen, enter the grade they served in on the report's closeout date and also enter "non-ad" (see paragraph 3.1).

4.3.4. **Duty Air Force Specialty Code (DAFSC).** Enter the DAFSC (including the prefix and suffix, if applicable) held on the closeout date.

4.3.5. **Organization, Command, and Location.**

4.3.5.1. Enter the information as of the closeout date (for classified organizations, see paragraph 3.8). **NOTE:** The organization name doesn't have to be exactly as the EPR notice (computer language) shows but may follow the style in AFI 37-127, *Air Force Standard Functional Address System* (formerly AFR 10-6) or as commonly used for mailing purposes.

4.3.5.2. If the command assignment is an integral part of the organization name, such as "AMC/DP," you don't have to repeat the command (AMC) within parentheses. **NOTE:** The goal is a clear, accurate description of the ratee's unit, location, and command of assignment.

4.3.5.3. For ratees assigned to one location but performing duty at another, enter data for the unit of assignment, followed by the organization, command, and location where the ratee actually performs duty (for example, "AFMPC Randolph AFB TX w/duty Air Force Human Resources Lab [AFMC] Brooks AFB TX). **NOTE:** Zoning improvement plan (ZIP) codes are optional.

4.3.6. **PAS and Senior Rater Identification (SRID) Code.** Enter the PAS code and SRID code for the ratee's assigned unit on the report's closeout date.

4.3.6.1. Always enter the PAS code; it is never classified when you use it by itself (see paragraph 3.8).

4.3.7. **Period of Report ("From" Date).**

4.3.7.1. For AD EPRs, if the ratee has a previous evaluation report on a current AD tour, the period of the report begins with the date following the preceding evaluation report's closeout date. If not, the period of the report begins with the date of entry or reentry on AD (the EAD date in the PDS).

4.3.7.2. For non-EAD EPRs, if the ratee has a previous evaluation report on a current non-AD tour, the period of

report begins with the date following the preceding evaluation report's closeout date. If not, the period of the report begins with the date of assignment to the Reserve.

4.3.7.3. Document any voids in the ratee's evaluation history.

4.3.8. **Period of Report ("Through" Date).** With the following exceptions, see tables 3.3 (for AD) or 3.4 (non-AD) to determine the closeout ("through") date.

4.3.8.1. When writing a report because the rater has retired or separated from the military, the ratee (SSgt or above) has separated and entered AD or non-AD participating USAFR status, or the ratee or rater have received a PCS, the closeout date is usually 30 calendar days before the rater's or the ratee's departure date.

4.3.8.2. If the ratee plans to complete the minimum 120 calendar days of supervision within the 30 calendar days before the departure date, the EPR's closeout date is the day on which the ratee completes the 120-day period of supervision.

4.3.8.3. For non-AD EPRs, adjust the closeout date within the 30 calendar days before the departure date to the day the ratee completes the minimum 16 points requirement.

4.3.8.4. The commander may authorize evaluators to adjust the closeout date within the 30-calendar-day period before the departure date to permit recording significant events.

4.3.8.5. If a departure, separation, or retirement date changes after the evaluator sets an EPR's closeout date, the evaluator doesn't need to adjust the closeout date further if it is no more than 40 calendar days before the actual departure date.

4.3.8.6. Do not close out a report on or after the rater's or ratee's actual PCS or departure, retirement, or separation date.

4.3.8.7. In the case of directed reports, the closeout date is the date the directing authority specifies.

4.3.8.9. In the event of an emergency, departure on short notice, and all other instances, the closeout date is the day before the effective date of the action that requires the evaluator to write an EPR.

4.3.9. **Days of Supervision.** The "days of supervision" are the total number of calendar days the ratee was under the supervision of the rater during the reporting period.

4.3.9.1. If an individual other than the rater writes the report, enter the number of days the designated rater had personal or written knowledge of the ratee's duty performance during that period. For non-AD USAFR personnel promoted to SSgt, compute the period of supervision for their first report as a SSgt from their date of assignment to the Reserve.

4.3.9.2. Deduct all periods of 30 or more consecutive calendar days during which the ratee did not perform normal duties under the rater's supervision because either the ratee or the rater was:

- On TDY.
- On leave.
- In a patient status.

- In classroom training.
- AWOL.
- Dropped from role (DFR).
- In confinement.

4.3.9.3. This deduction period does not include periods of loan to another section or organization when authorities don't change the rater or publish TDY orders.

4.3.9.4. If the ratee or rater normally performs TDY in order to fulfill duties, do not deduct those periods of TDY (that is, for inspector general team members, cable installers, and so on).

4.3.10. **Reason for Report.** Enter the reason for the report as tables 3.3 and 3.4 indicate.

4.4. Section II, "Job Description." Raters limit their description of duties to the space given in this section. Do not include classified information (see paragraph 3.8).

4.4.1. **Duty Title.** The duty title on the EPR notice is the one in the PDS and because of PDS space limitations, usually abbreviated. You may use the computer abbreviations, but if the entries are not clear, spell them out. If the duty title on the EPR notice is not correct, enter the correct duty title on the EPR and submit appropriate documentation to correct the PDS (see paragraph 4.1.4).

4.4.2. **Key Duties, Tasks, and Responsibilities.**

4.4.2.1. Enter a clear description of the ratee's duties.

4.4.2.2. Avoiding jargon or acronyms, clearly describe:

- The tasks the ratee performs.
- How selective the ratee's assignment is.
- The scope and level of responsibility.

4.4.2.3. Include:

- The dollar value of projects that the ratee manages.
- The number of people that the ratee supervises.

4.4.2.4. You may include earlier duties and additional duties during the reporting period if they influence the ratings and comments.

4.5. Section III, "Evaluation of Performance." Raters use this section by placing an "X" in the rating block that accurately describes the ratee's performance.

4.5.1. Give each performance factor a rating.

4.5.2. Subsequent evaluators carefully review the report to ensure that:

- The ratings accurately describe the ratee's performance.
- The comments are compatible with and support the ratings.

4.5.2.1. Return reports with unsupported statements for additional information or reconsideration of the ratings.

4.5.2.2. Evaluators may show disagreement with a rating by placing their initials in the rating block they believe most accurately describes the ratee's performance.

4.5.2.3. If the rating block already contains the initials of a previous evaluator, the next evaluator initials directly above the rating block.

4.5.2.4. When recording disagreement, an evaluator must provide one or more reasons for disagreeing.

4.6. Section IV, "Promotion Recommendation."

4.6.1. When completing or reviewing this section, raters consider:

- The ratee's performance and promotion potential.
- How the ratee compares with others in the same grade and AFSC.

4.6.1.1. Although it is sometimes difficult to assess promotion potential for an individual recently promoted (or selected for promotion), reconsider the potential that resulted in the recent promotion (or selection) along with current performance.

4.6.1.2. Never use a ratee's status as a recent promotion selectee as the only basis for making or lowering a promotion recommendation. **NOTE:** Because the WAPS uses AF Forms 910 and 911 to determine the airman's performance and promotion potential score, raters must not rate airmen with strong performance records and promotion potential the same as average or weak performers during this reporting period.

4.6.1.3. To ensure that an individual's performance and potential influence future promotions, evaluators carefully choose the promotion recommendation block that best describes the ratee.

4.6.1.4. In some instances, although a ratee may be performing satisfactorily, when compared to others in the same grade and AFSC and considering all other pertinent factors, the ratee might have less potential for the next higher grade or increased responsibility.

4.6.1.5. The promotion recommendation rating in section IV and evaluator comments appropriately reflect this lesser potential.

4.6.2. Endorsers:

- Place an "X" in the "concur" block when they agree with the comments and ratings of the rater's rater.
- Place an "X" in the "nonconcur" block and initial the blocks with which they agree.

4.6.2.1. If the block already contains another evaluator's initials, initial immediately above the block.

4.7. Section V, "Rater's Comments."

4.7.1. Use a bullet format in this section to provide additional information about the ratee's performance.

4.7.2. Ensure that these comments are compatible with the ratings in section III.

4.7.3. Be specific so readers do not have to "read between the lines."

4.7.4. If the ratee should have received performance feedback during the rating period but did not, give one or more reasons in the space provided. **NOTE:** No entry in this block indicates the rater has complied with performance feedback requirements.

4.7.5. Enter identification as of the EPR's closeout date (see paragraph 4.3.8).

4.7.6. If the rater is the only evaluator:

- Write in section VI, Endorser's Comments (AF Form 910), or section VI, Rater's Rater's Comments, and section VII, Endorser's Comments (AF Form 911), "This Section Not Used."

- Initial the unused signature blocks.

4.8. Section VI, "Rater's Rater's Comments" (AF Form 911 Only). Rater's raters use this section to support their rating decisions (see paragraphs 4.5 and 4.6).

4.8.1. Enter identification data as of the signature date.

4.8.2. If the rater's rater is the final evaluator:

- Write in the endorser block "This section not used."
- Initial the unused signature block.

4.8.3. If the commander is junior in grade to the rater's rater, the commander reviews the report before the rater's rater signs it.

4.8.4. If the rater's rater agrees (marks the "concur" block) with the rater, the rater's rater:

- Doesn't repeat comments provided in this section.
- Provides information that adds meaning to the EPR and is compatible with the ratings in sections III and IV.
- Doesn't include comments prohibited by paragraph 3.9 (including a recommendation for promotion).

4.8.5. If the rater's rater disagrees (marks the "nonconcur" block) with the rater, the rater's rater:

- Must provide comments, including one or more specific reasons for disagreeing.
- Initials the blocks with which they agree.

4.8.5.1. When subsequent evaluators disagree and the block has an initial in it already, the evaluator initials above the block.

4.9. Section VI, "Endorser's Comments" (AF Form 910 Only). Endorsers use this section to support their rating decisions (see paragraph 4.5).

4.9.1. The endorser on AF Form 910 must be the rater's rater unless the endorser does not meet the requirements of table 3.6. **EXCEPTIONS:** See attachment 1, section C (Rating Chain).

4.9.1.1. If the endorser doesn't meet the requirements of table 3.6, the first official in the rating chain that meets the minimum requirements (MSgt or civilian GS-7) endorses the EPR. **NOTE:** The endorser may be no higher in the organizational structure than the senior rater.

4.9.2. Enter identification data as of the signature date on the EPR.

4.9.3. If the commander is junior in grade to the endorser, the commander reviews the report before the endorser signs it.

4.9.4. See paragraphs 4.8.4. and 4.8.5. for instructions on handling agreements and disagreements.

4.10. Section VII, "Endorser's Comments" (AF Form 911 Only). Do not use this section if Section VI has not been completed.

4.10.1. The final endorser of AF Form 911 must be at least a major (Navy lieutenant commander, civilian GS-12, or higher) but may be no higher in the organizational structure than the senior rater (see attachment 1). **EXCEPTION:** The chief master sergeant serving as the Vice Commandant

of the College of Enlisted PME's may endorse AF Form 911.

4.10.1.1. If the commander is junior in grade to the endorser, the commander reviews the report before the endorser signs it.

4.10.2. Senior raters may endorse EPRs in the following situations to differentiate between individuals with similar performance records since both ratings and indorsement levels have an impact on those who use the AF Form 911 to make personnel decisions.

4.10.2.1. When necessary to meet the minimum grade requirements in table 3.6. If the senior rater is a mandatory endorser (for example, the rater's rater), the senior rate may defer the endorsement responsibility to another individual in the chain of command who:

- Has sufficient knowledge of the ratee's duty performance.
- Meets the grade requirement to close out the report.

4.10.2.2. When the ratee is a CMSgt or CMSgt selectee.

4.10.2.3. When the ratee meets the time-in-grade requirements described in paragraph 4.13.

4.10.3. Endorsers comply with paragraphs 4.8.4. and 4.8.5 in cases of agreement and disagreement.

4.11. Section VII, "Commander's Review" (AF Form 910) and Section X, "Commander's Review" (AF Form 911). This review (see attachment 1) lets commanders:

- Influence report quality.
- Remove exaggerations.
- Identify inflated ratings.
- Provide information to evaluators for finalizing the report.

4.11.1. The commander completes the review before:

- Sending the report to the MPF or CRPO for file.
- A rater's rater or endorser who is senior to the commander signs it.

4.11.2. Commanders signing the report as an evaluator comply with paragraph 3.5.1. **NOTE:** The remaining instructions in paragraph 4.11 do not apply.

4.11.3. If commanders agree with the report, they:

4.11.3.1. Mark the "concur" block.

4.11.3.2. Sign the space provided (typed grade and name are optional unless the commander is also performing the Air Force Advisor Review).

4.11.3.3. Do not provide comments. **EXCEPTION:** The EPR is a referral and the commander is the evaluator named in the referral letter (see paragraph 3.7.2.2.).

4.11.4. If commanders disagree with the report, they:

4.11.4.1. Discuss the disagreement with previous evaluators.

4.11.4.2. Mark the "nonconcur" block if the parties still don't agree.

4.11.4.3. Sign the space provided (typed name and grade are optional).

4.11.4.4. Initial the rating blocks with which they agree. If the block already contains a previous evaluator's initials, commanders initial immediately above the block.

4.11.4.5. Provide comments (current as of the signature date) on an AF Form 77 and give one or more specific reasons for disagreeing.

4.11.4.6. Send the EPR to the MPF or CRPO when the commander is senior to the endorser.

4.11.4.7. Send the EPR to the next evaluator in the ratee's rating chain when making the review before an evaluator who is senior in grade signs it.

4.12. Section VIII, "Final Evaluator's Position" (AF Form 911 Only). The final evaluator completes this section by marking the appropriate block for level of indorsement.

4.12.1. **Handwritten X.** Place a handwritten "X" in the appropriate block, using reproducible ink (black or dark blue).

4.12.2. **Senior Rater.** Used when the final evaluator is the highest level endorser in the ratee's rating chain. The senior rater must be in the grade of at least a colonel or civilian equivalent (GM-15 or higher), serving as a wing commander or equivalent.

4.12.3. **Senior Rater's Deputy.** An individual who works directly for and whom the senior rater (for example, vice wing commander, group commanders, and division chiefs in headquarters above wing level and the Vice Commandant of the College of Enlisted PME's) evaluates.

4.12.4. **Intermediate Level.** An individual whose supervisor works directly for and whom a senior rater deputy (for example, squadron commanders and wing division chiefs) evaluates.

4.12.5. **Lower Level.** All others.

4.13. Section IX, "Time-In-Grade Eligibility" (AF Form 911 only). The rater completes this section before forwarding for additional endorsement. This information is extracted from the EPR notice.

4.13.1. SMSgt selectees are not eligible for the senior rater endorsement. Time-in-grade eligibility does not apply to CMSgt and CMSgt selectee rates.

4.13.2. Determining Time-in-Grade eligibility for MSgt Rates: If the EPR closeout date is less than or equal to 30 September of the current calendar year, determine the number of months time-in-grade since Date of Rank (DOR) as of 1 March of the next year. If less than 20 months, then TIG Eligible is "NO". If greater than or equal to 20 months, then TIG Eligible is "YES". If the closeout date is greater than 30 September of the current year, determine the number of months time-in-grade since Date of Rank (DOR) as of 1 Mar 2Y (two years). If less than 20 months, TIG Eligible is "NO". If greater than or equal to 20 months, TIG Eligible is "YES".

4.13.3. Determining Time-in-Grade eligibility for SMSgt Rates: If the EPR closeout date is less than or equal to 31 July of the current calendar year, determine the number of months time-in-grade since Date of Rank (DOR) as of 1 December of the current year. If less than 21 months, then TIG Eligible is "NO". If greater than or equal to

21 months, then TIG Eligible is "YES". If the closeout date is greater than 31 July of the current year, determine number of months time-in-grade since Date of Rank

(DOR) as of 1 December of the next year. If less than 21 months, TIG Eligible is "NO". If greater than or equal to 21 months, TIG Eligible is "YES".

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, TERMS AND ADDRESSES***Section A--References***

Title 10, United States Code

Executive Order 9397

Section B--Abbreviations and Acronyms***Abbreviations
or Acronyms******Definitions***

A1C	Airman First Class
AB	Airman Basic
AD	Active Duty
AFAA	Air Force Audit Agency
AFI	Air Force Instruction
AFMPC	Air Force Military Personnel Center
AFOSH	Air Force Occupational Safety, Fire Prevention, and Health
AFR	Air Force Regulation
AFRES	Air Force Reserve
AFSC	Air Force Specialty Code
AMN	Airman
ANG	Air National Guard
ARPC	Air Reserve Personnel Center
ART	Air Reserve Technician
AWOL	Absent Without Leave
CAFSC	Control Air Force Specialty Code
CBPO	Consolidated Base Personnel Office (also see MPF)
CMSgt	Chief Master Sergeant
CRO	Change Of Rating Official
CRPO	Consolidated Reserve Personnel Office
CSAF	Chief of Staff, United States Air Force
CMSAF	Chief Master Sergeant Of The Air Force
DAF	Department of the Air Force
DAFSC	Duty Air Force Specialty Code
DFR	Dropped From Roll
DOR	Date of Rank
EAD	Extended Active Duty
EES	Enlisted Evaluation System
EPR	Enlisted Performance Report
FEMA	Federal Emergency Management Agency
GAO	General Accounting Office
GM	General Manager
GS	General Schedule
HQ	Headquarters
IMA	Individual Mobilization Augmentee
LOE	Letter of Evaluation
MAJCOM	Major Air Command
MPF	Military Personnel Flight (also see CBPO)
MSgt	Master Sergeant
MSSQ	Mission Support Squadron
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer-in-Charge

Non-AD	Non-Active Duty
OIG	Office of The Inspector General
OPR	Office of Primary Responsibility
PAS	Personnel Accounting Symbol
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station
PDS	Personnel Data System
PFW	Performance Feedback Worksheet
RD	Reinforcement Designee
SART	Substance Abuse Reorientation and Treatment
SrA	Senior Airman
Sgt	Sergeant
SSgt	Staff Sergeant
SMSgt	Senior Master Sergeant
SRID	Senior Rater Identification Code
SSN	Social Security Number
TAFMS	Total Active Federal Military Service
TAFMSD	Total Active Federal Military Service Date
TDY	Temporary Duty
TSgt	Technical Sergeant
UIF	Unfavorable Information File
UPRG	Unit Personnel Record Group
USAF	United States Air Force
USAFR	United States Air Force Reserve
U.S.C.	United States Code
WAPS	Weighted Airman Promotion System

Section C--Terms

Acquisition Examiner--A major or lieutenant commander (Navy) or an equivalent civilian in the acquisition field who examines EPRs on acquisition personnel.

Adviser--An Air Force officer or senior NCO who reviews an EPR according to paragraph 1.1.12.

Commander--The commander (or officer so designated) for administrative purposes (that is, control roster action, Article 15 jurisdiction, and so on) of the ratee's assigned organization. Enlisted detachment chiefs and PME commandants in the grade of MSgt and above may sign the commander's review block if the unit commander:

- Is not serving in the same duty location.
- Delegates this authority in writing.

Evaluator--Any individual who signs a performance report in a rating capacity. Each evaluator must serve in a grade or position equal to or higher than the previous evaluator and the ratee.

Final Evaluator--The evaluator in the rating chain who closes out an enlisted performance report (EPR). The final evaluator must meet the grade requirements of table 3.6. When the rater is a colonel or above or a civilian (GM-15 or above), they may close the report at their level unless the rater refers the report. When the rater is a senior rater or the Chief Master Sergeant of the Air Force (CMSAF), the EPR will close out at this level.

Inappropriate Items: Items that evaluators must not consider or refer to when recording performance (see paragraph 3.9).

Individual Mobilization Augmentee (IMA)--A trained individual member of the Selected Reserve serving in an active-duty organization to:

- Support wartime or contingency plans.
- To help with other national security situations.

Matter of Record--All enlisted performance reports (EPR) on a TSgt and below become a matter of record when the MPF files the original (or certified copy) in the member's unit personnel records group (UPRG). EPRs on a CMSgt, SMSgt, or MSgt on active duty become a matter of record when the Air Force Military Personnel Center (AFMPC) files the original (or certified copy) in the member's senior noncommissioned officer selection folder (SNCOSF). **NOTE:** EPRs are work copies, and evaluators may correct or redo them until they become a matter of record. Ratees do not review completed reports before they become a matter of record.

Military and Civilian Grade Equivalents--For the purposes of this instruction, it is necessary to equate certain military grades with civilian grades. These comparisons in no way define organizational or supervisory relationships. The unit commander determines equivalency.

Performance Feedback--A handwritten progress report from raters to ratees.

Rater--The person that AFMAN 36-2622, volumes 1 and 2, assigns to provide periodic performance feedback and to prepare an enlisted performance report (EPR) when required (see paragraph 3.4 for exception). The rater is usually the ratee's immediate supervisor. A rater may be an officer or NCO of a United States or foreign military service in a grade equal to or higher than the ratee, or a civilian (GS-5 or a comparable grade or higher) in a supervisory position that is higher than the ratee in the ratee's rating chain. Active-duty members in the grade of SrA may serve as raters if they have completed the NCO Preparatory Course or the Airman Leadership Course. Only non-active-duty USAFR members in the grade of SSgt or above may serve as raters.

Rater's Rater--The next official in the rating chain above the rater.

Rating Chain--Commanders set up the rating chain within their organization. The rating chain is normally the same as the supervisory chain. **EXCEPTIONS:** An individual in the supervisory chain may not be an EPR evaluator when the ratee is a TSgt or below and the rater's rater does not meet the minimum grade requirement to be the endorser (see table 3.6). When the ratee is a MSgt or higher, the endorser (AF Form 911, section VII) does not have to be the immediate supervisor of the rater's rater. Flexibility in this case lets authorities better distinguish between individuals with similar performance records. When the SRID code designates more than one position as a senior rater within a common rating chain (for example, Headquarters Chief of Staff, vice commander, and commander), the senior rater who signs the report does not have to be the rater's rater (only one senior rater may sign a report). In organizations with only one senior rater, who is the rater's rater (or endorser when the rater's rater does not meet the minimum grade requirement to close out the EPR), the senior rater may designate another individual in the organization (for example, vice commander) who:

- Knows the ratee's performance.
- Meets the minimum grade requirement in table 3.6 to close out the EPR.

Evaluators other than the rater may be assigned after the EPR's closeout date.

Referral Report--An EPR that contains any of these ratings is a referral:

- A rating in the far left block of any performance factor in AF Form 910 or 911, section III.
- A rating of "1 - not recommended for promotion" in AF Form 910 or 911, section IV.
- Comments that refer to behavior not meeting minimal acceptable standards of performance, personal conduct, character, or integrity.

The rater must refer the report to the ratee (see paragraph 3.7).

Reinforcement Designee (RD)--Members of the ready Reserve who help the Air Force meet needs that it cannot precisely identify by grade and Air Force specialty code. The Air Force doesn't pay reinforcement designees but may permit them to participate in inactive training or the Extension Course Institute for points. RDs include members in:

- Air Reserve Squadrons.
- The ready reinforcement personnel section.
- The non obligated, nonparticipating ready personnel section.
- The obligated reserve section.

Senior Rater--Position that the major command (MAJCOM), field operating agency (FOA), direct reporting unit (DRU), and other organizations with Air Force enlisted personnel designate to be the highest-level endorser in the ratee's rating chain. Senior raters must be at least a colonel, or the civilian equivalent (GM-15 or higher), serving as a wing commander or

equivalent. For non-EAD enlisted members, a lieutenant colonel serving as a wing or group commander may be the senior rater.

Senior Rater Identification Code--A five-character code identifying a senior rater position as the MAJCOM or manager specifies.

Single Evaluator--An individual who may close out an EPR with a single signature (see the definition of "final evaluator").

Section D - Addresses

HQ AFMPC/DPMAE
550 C Street West Ste 7
Randolph AFB TX 78150-4709

USAFR ENLISTED PERFORMANCE FEEDBACK PROGRAM

A2.1. Purpose of Performance Feedback. This program aims to enhance effective communication between supervisors and subordinates. The computer-generated, enlisted performance feedback worksheet (EPFW) guides each supervisor in providing personnel with:

- Job performance requirements.
- Other essential individual requirements for serving productively in the unit.

A2.1.1. By helping personnel set goals and reach them, supervisors aim to:

- Contribute to positive communication.
- Improve performance.
- Enhance professional growth.

A2.1.2. Commanders, supervisors, and MPF or CRPO officials must actively participate at least minimally for the program to achieve its intended goals.

A2.2. Who Receives Feedback Counseling? Counseling is mandatory for technical sergeants and below and optional, but strongly encouraged, for master sergeants and above.

A2.3. When Do Supervisors Provide Feedback Counseling?

A2.3.1. **Initial.** Supervisors provide all newcomers initial counseling, including a unit incoming interview as AFI 36-2202, *Enlisted Specialty Training* (formerly AFR 50-23), requires.

A2.3.2. **Follow-up.** Supervisors provide and document follow-up counseling to all newcomers 6 months after the initial interview (180 days from the date of assignment to the MPF). For personnel assigned to PAS 96XXXXXX, the follow-up session will be 180 days after supervision begins.

A2.3.3. **Annual.** Once supervisors complete the initial and required follow-up counseling, they conduct counseling annually using the date of assignment to the MPF (for personnel assigned to PAS 96XXXXXX, the date of supervision) for setting computer due dates.

A2.4. Forms That Supervisors Use To Provide Feedback Counseling. Use:

- The EPFW, generated on two-part paper, to document counseling.
- A memorandum of record to document unscheduled feedback counseling.

Supervisors don't make out-of-cycle requests for additional EPFWs or to replace lost EPFWs.

A2.5. Disposing of Forms. Raters handwrite the EPFW and give the original copy to the member at the end of the counseling session. The supervisor may retain or destroy the second copy.

A2.6. Using the EPFW. The EPFW is a private communication between the supervisor and the member to help the member improve performance. The supervisor will not, unless the member introduces it first:

- Show it to anyone other than the ratee.
- Enter it into any official system of records.
- Use it in any official personnel action.

A2.7. Responsibilities:

A2.7.1. MPF or CRPO.

A2.7.1.1. The MPF or CRPO quality force section distributes the EPFWs to appropriate unit orderly rooms. The MPF or CRPO does not track or monitor anything else in the EPFW program.

A2.7.1.2. The personnel system manager ensures that personnel properly load and implement the programs (including the one that AFRES provides) to produce the EPFWs and help the MPF or CRPO quality force section, as required.

A2.7.2. Unit Commander:

A2.7.2.1. Ensures that personnel administer the program.

A2.7.2.2. Periodically monitors supervisors and their personnel to ensure compliance. Verbal assurance is sufficient since the supervisor may not show the EPFW to anyone other than the member.

A2.7.2.3. Considers disciplinary action for supervisors who fail to comply with program responsibilities.

A2.7.3. **Supervisor:** Plans, schedules, and conducts feedback counseling.

A2.7.4. **Member:** Notifies the rater or the rater's rater if they do not receive performance feedback counseling as scheduled.

A2.7.5. Rater's Rater:

A2.7.5.1. Keeps tabs on personnel performance.

A2.7.5.2. Periodically monitors personnel to ensure program compliance.

A2.7.5.3. Conducts performance feedback counseling for personnel supervisors when they are absent or otherwise unable to conduct counseling.

CONTINGENCY AND WARTIME PROVISIONS

A3.1. General Procedures. During times of war or national emergency, authorities may change certain enlisted evaluation policies and procedures to reduce the workload on field commanders and supervisors while ensuring they still document important performance information. The following changes apply to emergencies, and only when HQ AFMPC/DPMAE, HQ AFMPC/PRC, HQ USAF CSS/ MPRC direct, or when one of these agencies specifically delegate to the MAJCOM. MAJCOMs may implement these procedures totally or in part depending on the nature and scope of the situation. In implementing wartime provisions, the MAJCOM must provide specific instructions (with information to the implementing authority) to its respective MPFs regarding:

- Completing reports.
- Routing reports once completed.
- Appropriate actions.

A3.2. Combat Zone. This is the immediate area of conflict or war.

A3.3. Communications Zone. This is the area within close proximity of the war area (within the same theater).

A3.4. Noncombat Ports and MPFs. These are all ports and MPFs not falling within either the combat zone or communications zone.

A3.5. Policies and Procedures. All reports that personnel prepare under the wartime provisions may be handwritten and must have *combatant report* typed, stamped, or handwritten in the top and bottom margins on both sides of the forms (AF Form 77, front side only).

A3.5.1. Combat Zone. Authorities may suspend all provisions of this instruction in the combat zone except:

A3.5.1.1. When the ratee's performance does not meet minimum standards. In these cases the rater prepares and processes a referral EPR according to paragraph 3.7.

A3.5.1.2. Raters prepare letters of evaluation to document periods of time spent in the combat zone if they don't prepare a referral EPR. Raters prepare the AF Form 77 outside the combat zone.

A3.5.1.3. MPFs continue to provide evaluators with technical assistance, help ratees with referral replies, and control access to EPRs or LOEs, if written.

A3.5.2. Communications Zone. All provisions of this instruction remain in effect except the following:

A3.5.2.1. Authorities waive CRO EPRs resulting from the deployment to the combat zone, provided the ratee has received an EPR within 180 calendar days of the deployment date and the ratee's performance meets minimum standards. For ratees not meeting minimum standards, prepare a referral report and process it according to paragraph 3.7.

A3.5.2.2. Individual mobilized airmen or those who are members of USAFR mobilized units receive EPRs as required for other airmen on active duty according to table 3.4.

A3.5.3. Noncombat Ports and MPFs. The procedures are the same as for paragraph A3.5.2.

A3.6. Interruption or Loss of Automated Data Processing (ADP) Support. Consult AFMAN 36-2622, volume 1.